

DIDD Application Process Checklist For

Nursing Services Applicants

√	Step	Contact	Comments
	Obtain Application Packet www.tn.gov/didd	(615) 532-6530	Click on <i>Provider Info</i> and then on <i>How to Become a Provider</i>
	Contact Regional Nursing Director	West – Kim Gibson (901) 745-7372 Middle – Bill Feldhaus (615) 253-6095 East – Danny Ricker (423) 787-76757 x148	Call or set up a meeting as necessary to provide introduction to service provision and potential service needs (i.e. areas, services). If you are unable to reach the Regional Nursing Director in a reasonable timeframe, you may contact the Central Office Interim Nursing Director, Bill Feldhaus at (615) 253-6095.
	Complete and return: <ul style="list-style-type: none"> DIDD Application with required attachments, W-9, and Disclosure form to: DIDDProvider.Application@tn.gov 	(615) 532-6530	You will be contacted if any necessary information is missing. DIDD will complete its review process.
	Receive your letter from DIDD indicating either tentative approval or denial of your application.	Karen Wills (615) 532-3063	If approved, a copy of this letter will automatically go to the Department of Health. A copy will also go to the DIDD Central Office contracts division in order for a DIDD Provider Agreement to be executed once the Professional Support Services license is obtained (see below).
	If approved by DIDD, complete the Department of Health (DOH), Professional Support Services Licensure (PSSL) application and mail with the required fee to the DOH.	Shirley A Jones (615) 741-7300	Do this <i>as soon as possible</i> to avoid significant delays. Access the Department of Health, Standards for Home Care Organization Providing Professional Support Services at http://www.state.tn.us/sos/rules/1200/1200-08/1200-08.htm

	<p>Prepare required DOH policies and procedures including:</p> <ul style="list-style-type: none"> • DOH (PSSL) policies • Sample personnel file • Sample medical record 		<p>Refer to the <i>Resource Guide for the Professional Support Services License</i> for policy templates and rule references for the personnel file and medical record requirements.</p> <p>This must all be in place prior to the initial survey.</p>
	<p>If a PSSL applicant, contact DOH, as soon as you receive your letter from them indicating their receipt of your application and fee, and are prepared for your survey, to schedule initial survey visit (DOH may schedule a survey up to 4-6 weeks out).</p>	<p>Contact per DOH letter</p>	
	<p>Prepare required DIDD policies.</p>	<p>Karen Wills (615) 532-3063</p>	<p>Refer to sample templates located with the application resources for assistance in developing required DIDD policies.</p>
	<p>Contact DIDD contracts division to request a Provider Agreement once you have approval of your PSS license.</p> <p>Review DIDD Provider Agreement once received, sign and return as instructed with all required documentation <u>including a copy of the initial PSS license.</u></p>	<p>Julia Jinnette (615) 253-6817</p>	<p>DIDD cannot complete the execution of a Provider Agreement until the PSS license is obtained.</p>
	<p>Refer to DIDD website for training calendar and register/attend mandatory orientation/training within specified time frames.</p>	<p>http://www.tn.gov/didd/training/index.shtml</p>	<p>Training can be initiated once the Provider Agreement has been fully executed and site codes are assigned.</p>

	Receive finalized DIDD Provider Agreement.	Julia Jinnette (615) 253-6817	Begin to market agency to Independent Support Coordination agencies. Contact information for these agencies can be found on the DIDD website. Click on Provider Info on the left side and scroll down to Provider Agencies.
	Central Office Administrative Services Department assigns provider number and site code for billing and notifies the Regional Office who notifies provider.		Once received and required training is completed, provider can take referrals for services.